



Hispanic Interns in Community Service Program And Latino Leaders Fellowship Institute

June 04, 2007—August 10, 2007

2007 Employer Application

Department/Agency/Corporate Name

Address

City

State

Zip

Web Address

Telephone Number

The focus of the HICSP/LLFI program is provide Latino/Hispanic college students with exposure to a professional setting that will prepare them for the workforce. Job descriptions or projects that will be assigned to interns should expose him/her to the professional standards of the organization. Projects should encourage the intern to provide feedback or contribute to organizational standards. Notwithstanding, the projects should foster the professional, technical and educational skill-set development of the intern assigned. The purpose of the internship is to provide a meaningful work experience to the intern that will transcend into the professional career path of their choice.

The selection of students and placement sites is made through an extensive review of applications. Each intern applicant is given the opportunity to review all job descriptions submitted and requested to select their three preferences during the interview process. Employers are encouraged to provide all expectations for the internship position including work hours. All intern applicants are screened carefully to assure a maximum quality match between employer and intern. Selected interns are required to meet with their employers in a get-acquainted meeting prior to June 04, 2007, the start of the program. This meeting will provide an opportunity for the employer to discuss further their expectations with the assigned intern and provide clarification on job responsibilities.



Please select agency type:

☐ Corporate ☐ Government ☐ Non-Profit Organization

Corporate entities, please select one:

- ☐ Will cover the full cost of the stipend (\$3,000) for each intern assigned. Attached is job description.
- ☐ Will sponsor an intern at an alternate site determined by the CHPRD.

Government and non-profit organizations, please select one:

- ☐ Will cover full stipend of \$3,000.00 for each intern assigned.
- ☐ We will provide a partial stipend in the amount of \$_____.
- ☐ We can not provide a full or partial stipend, but please consider us as a placement site.

Please provide a job description for each intern in the attached format. Indicate relevant education, such as specific major, and experience needed for the internship. Please state if intern must have own transportation or if public transportation or vanpool is available. ***Identification of the intern's supervisor is critical since they will be required to submit two evaluation reports on the interns' progress and also certify time sheets throughout the summer.***

Please make check payable to the Foundation for the Center for Hispanic Policy, Research and Development and submit by May 30, 2007 to PO Box 1019, Trenton, NJ 08608-1019.

Please submit employer application along with job description no later than February 23, 2007.

Name of individual completing form

Title

Telephone #

Date



2007

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Job Description

Department/Agency/Corporate Name

Job Location/Address

City

State

Zip

Supervisor Assigned to Intern/Title

Work Telephone/Extension

Fax:

Email Address



Intern Job Description:

Specific duties/responsibilities of internship:

Specific skills or experience required from candidate:

Expected intern's work hours throughout the ten weeks:

Major preferred:

Class standing:

Is intern required to have own transportation? If yes, please indicate if there if public transportation is available.